

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

April 30, 2015

SUBJECT: JUVENILES ARRESTED AND UNDER THE INFLUENCE OF NARCOTICS OR DRUGS - MEDICAL EXAMINATION - REVISED; TEMPORARY DETENTION OF JUVENILES AT DEPARTMENT FACILITIES - REVISED; TELEPHONE CALLS - JUVENILE IN CUSTODY - REVISED; SECURE JUVENILE DETENTION LOG, FORM 09.05.00 - REVISED; NON-SECURE JUVENILE DETENTION LOG, FORM 09.06.00 - REVISED; JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 - REVISED; AND, JUVENILE DETENTION PROCEDURES - FIELD NOTEBOOK DIVIDER, FORM 18.50.00 - ACTIVATED

PURPOSE: This Order revises Department Manual Sections 4/218.63, *Juveniles Arrested and Under the Influence of Narcotics or Drugs - Medical Examination*, 4/218.66, *Temporary Detention of Juveniles at Department Facilities*, 4/658.17, *Telephone Calls - Juvenile in Custody*, the Secure Juvenile Detention Log, Form 09.05.00, the Non-Secure Juvenile Detention Log, Form 09.06.00, and the Juvenile Arrest Supplemental Report, Form 05.02.06 to include updated procedures and address compliance issues resulting from recent audits. Additionally, this Order activates the Juvenile Detention Procedures - Field Notebook Divider, Form 18.50.00.

PROCEDURE:

- I. JUVENILES ARRESTED AND UNDER THE INFLUENCE OF NARCOTICS OR DRUGS - MEDICAL EXAMINATION; TEMPORARY DETENTION OF JUVENILES AT DEPARTMENT FACILITIES; AND, TELEPHONE CALLS - JUVENILE IN CUSTODY - REVISED. Attached are the revised Department Manual Sections 4/218.63, *Juveniles Arrested and Under the Influence of Narcotics or Drugs - Medical Examination*, 4/218.66, *Temporary Detention of Juveniles at Department Facilities*, and 4/658.17, *Telephone Calls - Juvenile in Custody*, with revisions indicated in italics.
- II. SECURE JUVENILE DETENTION LOG, FORM 09.05.00, AND NON-SECURE JUVENILE DETENTION LOG, FORM 09.06.00 - REVISED. The Secure Juvenile Detention Log, Form 09.05.00, and the Non-Secure Juvenile Detention Log, Form 09.06.00, have been revised to be used to record information from **only one** juvenile per page, to record the medical treatment of juveniles and observation periods for a juvenile who displays outward signs of intoxication by any substance and to add additional questions and responsibilities for the watch commander to address.

- A. **Use of Forms.** These forms are used to document the temporary detention of juveniles in Department facilities. All temporarily-detained juveniles shall only be logged on the proper Secure or Non-Secure Detention Logs located in the initial Department facility the juvenile enters.

If it becomes necessary to transport the juvenile to a secondary law enforcement facility, the juvenile shall not be re-logged at the secondary location. However, the juvenile **shall** be presented to the watch commander and be advised of the reason why the juvenile was brought to that facility.

- B. **Completion.** Officers shall present all temporarily-detained juveniles to the watch commander upon entry into a Department facility. The watch commander shall ensure that each applicable box on the appropriate detention log is addressed. Securely-detained juveniles shall be visually and randomly checked by an officer at least **once every 30 minutes**. The officer shall record his/her serial number and the time(s) that he/she checked on the juvenile on the detention log.

Note: Any securely-detained juvenile who displays an outward sign of intoxication by any substance shall be checked at least **once every 15 minutes** until resolution of the intoxicated state or his/her release.

Once the juvenile has been released, the watch commander shall ensure that the appropriate detention log has been completed properly.

- C. **Distribution.** The distribution of these forms remains unchanged.

- III. **JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 - REVISED.** The Juvenile Arrest Supplemental Report, Form 05.02.06, has been revised to provide clarification on the 625 Welfare and Institutions Code advisement.
- IV. **JUVENILE DETENTION PROCEDURES - FIELD NOTEBOOK DIVIDER, FORM 18.50.00 - ACTIVATED.** The Juvenile Detention Procedures - Field Notebook Divider, Form 18.50.00, is activated.

Use of Form. The Juvenile Detention Procedures - Field Notebook Divider has been created to provide supervisors

and officers with a reference to the most common aspects of state laws and Department policy pertaining to temporary juvenile detentions. A full copy of the Field Notebook Divider should be located in close proximity to the Juvenile Detention Logs.

Information related to the required juvenile medical treatment of temporarily-detained juveniles is required to be in a conspicuous location at all juvenile detention facilities.

Page 3 of the Field Notebook Divider relates specifically to the secure detention of juveniles and contains the required juvenile medical treatment information. A copy of Page 3 of this form shall be permanently posted in the predetermined location where the Secure Juvenile Detention Log is maintained or affixed to the Secure Detention Log clipboard.

Page 4 of the Field Notebook Divider relates specifically to the non-secure detention of juveniles and also contains the required juvenile medical treatment information. A copy of Page 4 of this form shall be permanently posted in the location where the Non-Secure Juvenile Detention Log is maintained or affixed to the Non-Secure Detention Log clipboard.

FORMS AVAILABILITY: The revised Secure Juvenile Detention Log, Non-Secure Juvenile Detention Log, Juvenile Arrest Supplemental Report, and the Juvenile Detention Procedures - Field Notebook Divider are available in E-Forms on the Department's Local Area Network (LAN). Copies of the forms and Juvenile Detention Procedures - Field Notebook Divider are attached for immediate use and duplication. All other versions of the aforementioned forms must be marked "obsolete" and placed in the divisional recycling bin.

The *Board of State and Community Corrections (BSCC) Monthly Report on the Detention of Minors* form is automatically mailed each year from the BSCC office in Sacramento directly to the geographic Areas and specialized divisions. Juvenile Division is available to assist Department personnel in obtaining any updated BSCC forms.

AMENDMENTS: This Order amends Sections 4/218.63, 4/218.66 and 4/658.17 of the Department Manual. The "Form Use" link applicable to the Secure Juvenile Detention Log, Non-Secure Juvenile Detention Log, Juvenile Arrest Supplemental Report, and Juvenile Detention Procedures - Field Notebook Divider are accessible in E-Forms on the Department's LAN.

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AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to read 'C. Beck', is positioned above the printed name and title.

CHARLIE BECK
Chief of Police

Attachments

DISTRIBUTION "A"

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218.63 JUVENILES ARRESTED AND UNDER THE INFLUENCE OF NARCOTICS OR DRUGS – MEDICAL EXAMINATION. If a juvenile is arrested and is under the influence of narcotics or drugs, the arresting officer shall have the juvenile examined by a contract or receiving hospital physician prior to detention. The physician shall be requested to include on the Receiving Hospital Medical Treatment Record, Form RH-340, his or her recommendation as to whether the juvenile should receive additional medical attention at a Juvenile Hall clinic or the Los Angeles County-USC Medical Center.

***Note:** A juvenile who displays **outward signs** of intoxication by any substance shall be checked at least once **every 15 minutes** until resolution of the intoxicated state or release. This information shall be documented on the appropriate log. If the observation boxes are exhausted and additional checks must be logged, they shall be logged in the Watch Commander's Daily Report, Form 15.80.00.*

If, for any reason, the arresting officer or the concerned investigating officer determines that it would be in the best interests of the juvenile or the Department, the arresting or investigating officer shall have the juvenile examined, prior to his or her release, by a contract or receiving hospital physician.

218.66 TEMPORARY DETENTION OF JUVENILES AT DEPARTMENT FACILITIES. Juveniles **shall not** be held in temporary detention in a Department facility **for more than six hours**, regardless of age or type of offense. Regardless of the nature of the offense or status of the investigation, juveniles **shall** be released to a parent, guardian, responsible relative or adult designated by the parent, or transported to a Los Angeles County Probation Department juvenile detention facility prior to the expiration of the six-hour temporary detention time limit.

Note: Juveniles described in Section 300 of the California Welfare and Institutions Code (WIC) shall be processed (complete arrest report with booking number) prior to transfer to the custody of the Department of Children and Family Services. They may not remain in a police facility longer than six hours.

Secure Detention of Juveniles. Under secure detention, juveniles are locked in a room, holding tank, or enclosure and/or are physically secured to handcuffing benches, rails, chairs, or any stationary object. A juvenile held in secure detention shall meet **all** of the following criteria:

- The juvenile must be 14 years of age or older; and,
- The juvenile must be in custody *for a Section 602 WIC offense*; and,
- The officer has reasonable belief that the juvenile poses a serious security risk and/or risk of harm to self or others; and,
- The detention must be for the purpose of investigating the crime, facilitating release to a parent or guardian, or arranging a transfer to an approved juvenile detention facility.

Note: The officer may take the following factors into account in determining whether a juvenile qualifies for secure detention:

- Age, maturity, and delinquency history;

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- Severity of the offense(s) for which the juvenile was taken into custody;
- The juvenile's behavior, including the degree to which he or she appears cooperative or uncooperative;
- *Previous attempts to escape custody;*
- The availability of officers to provide adequate supervision, or protection for the juvenile; and,
- The age, type of person, and number of other individuals who are detained at the facility.

Secure Detention Procedures. *All secure-detained juveniles shall **only** be logged on the proper Secure Juvenile Detention Log, Form 09.05.00, located in the initial Department facility the juvenile enters.*

Note: For the purposes of this Section, "Department employee" is defined as any sworn employee or detention officer.

The Department employee shall present all secure temporarily-detained juveniles to the watch commander upon entry into a Department facility. The approval of the concerned watch commander shall be obtained prior to placing a juvenile in secure detention;

Note: For the purpose of this Section, "watch commander" is defined as the Area watch commander, unit officer in charge, or other concerned supervisor who has responsibility for the Department facility where the juvenile(s) is to be temporarily detained.

Department employees placing juveniles in secure detention shall adhere to the following procedures:

- The Department employee shall immediately *document* the detention and the arrest charge on the Secure Juvenile Detention Log, and ensure that the approving supervisor **signs** the log;

***Note:** Juveniles described in Sections 300, 601 or 5150 of the WIC shall not be documented on the Secure Juvenile Detention Log.*

- *The Department employee shall inform the juveniles held in secure detention of the purpose of the detention, the expected duration, and the maximum six-hour detention time limit, pursuant to Section 207.1 (d) (1) (C) of the WIC; the advising employee shall document his or her serial number next to each admonition on the Secure Juvenile Detention Log;*

***Note:** The advising Department employee shall document whether the juvenile was advised of his or her constitutional rights after being taken into custody, as required per the 625 WIC Admonishment or whether a juvenile invoked his or her Miranda Rights.*

- *Immediately, after taking a juvenile to a place of confinement, and no later than one hour after being taken into custody, the Department employee shall advise the juvenile of the*

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right, and provide the opportunity, to complete at least two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney). The juvenile has the right to make at least one additional telephone call within three hours of arrest;

***Note:** Any deviations from this procedure, or if the juvenile opts to make telephone calls outside of this time limit, will be articulated within the "Comments of Investigating Officer/Arresting Officer" section of the Juvenile Arrest Supplemental Report, Form 05.02.06.*

- *The term "taken into custody" shall mean an arrest under Section 602 of the WIC, and the time of custody begins at the actual time of the arrest in the field; and,*
 - *The calls, if in the local dialing area, shall be made at City expense. In the event a juvenile is without sufficient funds or is unable to make telephone calls on a collect basis, telephone calls outside the local dialing area may be made at City expense at the discretion or approval of the Area watch commander or other supervisor.*
- Juveniles held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than thirty (30) minutes unless no other locked enclosure is available during the six-hour detention time limit. Securing juveniles to a stationary object for longer than 30 minutes and every 30 minutes thereafter, shall be approved by the watch commander and the reasons for continued secure detention shall be documented. Juveniles who are secured to a stationary object shall be moved to a locked enclosure at such time when one becomes available;
 - When juveniles are handcuffed to a stationary object outside of a locked room or enclosure, a Department employee shall be present at all times to ensure the juvenile's safety;
 - Juveniles securely detained in a locked room or enclosure shall be **randomly checked** by a Department employee not more than 30 minutes following any previous observation, and shall be able to be heard by a Department employee at all times;

Note: Observation by television monitor is not sufficient. A Department employee shall make random, unscheduled, in-person observations. The time of the observation and the observing employee's initials shall be *documented* on the Secure Juvenile Detention Log. *A juvenile who displays **outward signs** of intoxication by any substance shall be checked at least once **every 15 minutes** until resolution of the intoxicated state or release. This information shall be documented on the Secure Juvenile Detention Log. If the observation boxes are exhausted and additional checks must be logged, they shall be logged in the Watch Commander's Daily Report, Form 15.80.00.*

- If male and female juveniles are placed in the same locked room, they shall be under **constant, in-person observation** by a Department employee;
- Locked rooms and enclosures where juveniles are securely detained shall meet all applicable health, safety, and fire requirements;

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- Locked rooms and enclosures shall have adequate lighting and seats in the form of chairs or benches;
- Locked rooms and enclosures shall have temperature control and ventilation adequate to maintain a comfortable environment; *and*,
- The name and relationship of the person the juvenile is released to shall be *documented*.

*If it becomes necessary to transport the juvenile to a secondary law enforcement facility, the juvenile shall **not** be re-logged at the secondary location. However, the juvenile **shall** be presented to the watch commander and be advised of the reason why the juvenile was brought to that facility.*

Non-secure Detention of Juveniles. Under non-secure detention, a juvenile's freedom of movement is controlled solely by Department employees, and the juvenile is under constant, in-person observation and supervision. Non-secure detention prohibits the placement of juveniles in locked rooms, *cells* or enclosures and prohibits physically securing juveniles to chairs, benches, handcuffing rails, or other stationary objects.

Note: Juveniles under non-secure detention, regardless of age, may be handcuffed. However, they shall not be handcuffed to chairs, benches, handcuffing rails, or other stationary objects.

The following juveniles shall be held in non-secure detention when temporary detention at a Department facility is necessary:

- All juveniles under the age of 14; and,
- Juveniles who do not meet the criteria for secure detention.

Non-secure Detention Procedures. *All non-secure detained juveniles shall **only** be logged on the proper Non-Secure Juvenile Detention Log, Form 09.06.00, located in the initial Department facility the juvenile enters.* Juveniles may be held in non-secure detention only long enough for officers to investigate the crime, facilitate release of the juvenile to a parent or guardian, or arrange for transfer of the juvenile to an appropriate juvenile facility. In any case, detention **shall not** exceed six hours.

The Department employee shall present all non-secure detained juveniles to the watch commander upon entry into a Department facility. The approval of the concerned watch commander shall be obtained prior to placing a juvenile in non-secure detention.

Department employees shall immediately *document* the detention and the arrest charge on the Non-Secure Juvenile Detention Log, and ensure that the log is **signed** by the supervisor approving detention. Juveniles shall be under the constant observation and supervision of a Department employee. Observation by television monitor is not sufficient; **constant, in-person observation** is required.

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***Note:** The advising Department employee shall document whether the juvenile was advised of his or her constitutional rights after being taken into custody, as required per the 625 WIC Admonishment or whether a juvenile invoked his or her Miranda Rights.*

Immediately, after taking a juvenile to a place of confinement, and no later than one hour after being taken into custody, the Department employee shall advise the juvenile of the right, and provide the opportunity, to complete at least two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney). The juvenile has the right to make at least one additional telephone call within three hours of arrest.

***Note:** Any deviations from this procedure, or if the juvenile opts to make telephone calls outside of this time limit, will be articulated within the "Comments of Investigating Officer/Arresting Officer" section of the Juvenile Arrest Supplemental Report.*

- *The term "taken into custody" shall mean an arrest under Section 601 or 602 of the WIC, and the time of custody begins at the actual time of the arrest in the field; and,*
- *The calls, if in the local dialing area, shall be made at City expense. In the event a juvenile is without sufficient funds or is unable to make telephone calls on a collect basis, telephone calls outside the local dialing area may be made at City expense at the discretion or approval of the Area watch commander or other supervisor.*

Care of Juveniles Held in Secure or Non-secure Detention. Juveniles held in secure or non-secure detention shall have:

- Reasonable access to a telephone;
- Permission to retain their personal clothing, unless it presents a health hazard or is required as evidence;
- Reasonable access to restroom facilities;
- Reasonable access to drinking water and/or other beverages;
- Privacy during visits with attorney(s);
- Blankets and clothing necessary to ensure comfort; *and,*
- A snack, upon request, during the term of temporary custody, if the juvenile has not eaten within the past four (4) hours or is otherwise in need of nourishment.

Note: Department-approved snack items and blankets for use by juvenile detainees shall be requisitioned from Police Supply Section, Fiscal Operations Division, and maintained at each Area station and Department facility where juveniles are detained. Snack items shall be discarded upon the manufacturer's labeled expiration date.

Discipline. Discipline of any kind, including withholding any of the above-specified amenities, is not permitted.

Contact and Communication with Adult Arrestees or Other Juveniles. If the applicable contact and communication restriction as detailed in this section cannot be effected or maintained at the facility of initial detention, the juvenile detainee(s) shall be transported to the nearest Department facility where the appropriate restrictions shall be observed during all phases

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of detention **including printing, photographing, booking, and the administration of any chemical test.**

Note: The officer supervising the juvenile during a non-secure detention shall *document his or her name and serial number in the "Verifying Officer" box* on the Non-Secure Juvenile Detention Log.

Sight and Sound Separation. There shall be no communication between juveniles held in secure detention and adult arrestees or inmates. Sight and sound contact with adult arrestees is limited to:

- Booking;
- Awaiting visitors or medical treatment;
- Work release program participants while they are performing work necessary for the operation of the Department facility; and,
- Movement of persons who are in custody within the facility.

Note: Contact is defined as communications, whether verbal, visual (gang signs), or through continuous immediate physical presence.

When the potential for communication or sight and sound contact with adult arrestees exists, Department employees **shall** maintain constant side-by-side presence with juveniles held in temporary secure detention.

When a juvenile arrestee is in the same room or area with an adult inmate, including inmate workers, the sworn employees of the Department facility must maintain a side-by-side presence with either the inmate or the juvenile to ensure that no communication or contact occurs.

Note: Separate booking locations for juvenile arrestees are no longer necessary.

Juveniles in custody under Section 602 WIC **shall not** be allowed to come into sight or sound contact with juveniles in custody under Sections 300 or 601 WIC.

Suicide Risk and Prevention. A juvenile who exhibits excessive agitation, despondency, or other distressed behavior **shall be under constant direct supervision by a Department employee.** If the juvenile appears to be potentially suicidal, the Mental Evaluation Unit (MEU), Detective Support and Vice Division, shall be immediately contacted for advice. Upon evaluation and approval by MEU personnel, juveniles shall be transported to a contract hospital for medical evaluation. Authorization must be received from a licensed physician at a contract hospital before juveniles can be transported to any County juvenile facility.

Contact and be guided by the MEU in the event the juvenile appears to suffer from a mental illness and/or is a danger to self, danger to others or gravely disabled.

Note: A gravely disabled minor is defined by Section 5585 WIC as "a minor who, as a result of a mental disorder, is unable to use the elements of life which are essential to health,

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safety, and development, including food, clothing, and shelter. Developmental disabilities, alcoholism or other drug use, do not by themselves, constitute a mental disorder.”

Use of Physical Restraints on Juveniles. The use of physical restraints on juveniles shall be limited to handcuffs and Department authorized alternative restraints. Restraints shall be employed only as necessary to prevent injuries to juveniles and custodial personnel.

Note: A juvenile who exhibits violent behavior necessitating the use of alternative restraints shall be under continuous in-person observation for evidence of breathing difficulty or other symptoms of physical distress. A juvenile displaying any such symptoms shall be immediately transported to a contract hospital for medical treatment, unless paramedics are present or there is a medical need to keep the juvenile at the location pending the arrival of paramedics.

Los Angeles County Unified Arrestee Medical Screening Form, Form SH-R-422, Completion for Juveniles. Arresting officers shall complete the Los Angeles County Unified Arrestee Medical Screening Form for each juvenile detained on Sections 601 WIC or 602 WIC and the related penal code charge at a County juvenile detention facility (i.e., Central, Los Padrinos and Barry J. Nidorf Juvenile Halls). It is recommended that arresting officers complete the Los Angeles County Unified Arrestee Medical Screening Form prior to transporting the juvenile to a County detention facility so that any medical or mental health issues can be properly addressed.

Note: Completion of the Los Angeles County Unified Arrestee Medical Screening Form is not necessary if the juvenile is booked on the WIC Section and the related offense, and released to a parent, guardian or Status Offender Detention Alternative (SODA) facility.

Medical Treatment Prior to Detention. Juveniles who are ill or injured shall be examined by a paramedic or a contract hospital physician, as appropriate, prior to transportation to any County juvenile facility. Juveniles who receive medical treatment (MT) and are not hospitalized shall then be transported to a County juvenile detention facility for detention or, if detained only for Section 300 WIC, to a Department of Children *and Family* Services facility. Officers shall advise intake personnel of the MT and provide a copy of the MT slip for their records.

When a physician determines that a juvenile must be hospitalized, the juvenile shall be detained in the medical facility recommended by the physician. This location shall be noted on the MT slip.

Juveniles who do not require MT and meet the criteria for detention at a SODA home shall be transported by officers directly to the SODA home. However, if juveniles receive MT, they shall be transported to a County juvenile detention facility. The transporting officers shall provide the intake personnel with a copy of the MT slip. If, at a later time, the juvenile detention facility determines that a juvenile is suitable for placement in a SODA home, the Probation Department shall be responsible for transporting him or her to the SODA home.

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Note: Status Offender Detention Alternative homes are administered by the Probation Department for non-secure placement of juveniles detained under the authority of *Section 628 WIC*.

When the juvenile detention facility clinic recommends hospitalization in the USC Medical Center, transporting officers shall obtain an admittance form from the juvenile detention facility. The officers shall transport the juvenile to the USC Medical Center and provide admittance desk personnel with a copy of the MT slip and admittance form. The juvenile's property and one copy of the Arrest Report, Form 05.02.00, shall be retained at the juvenile detention facility.

Watch Commander's Responsibility. The watch commander shall sign and document the date and time the inspection and interview was conducted. (The watch commander's signature indicates that the inspection and interview was completed). The watch commander shall document additional information associated with the inspection and interview (e.g., "Completed," "No Additional Information," "See Watch Commander's Daily Report," etc.), or any other information the watch commander deems necessary.

Ensure that a juvenile with a present medical condition is treated by paramedics or at a contract hospital.

Be guided by MEU in the event the juvenile appears to suffer from a mental illness and/or is a danger to self, danger to others or gravely disabled.

Watch commanders shall verify, at the beginning of watch and routinely thereafter, *the status of all temporary juvenile detentions*, the timely and accurate documentation of all temporary juvenile detentions, including those *juveniles who are detained in a detective "work area"*. The Secure Juvenile Detention Logs and Non-secure Juvenile Detention Logs shall be *collected* at 0001 each day.

***Note:** If no juveniles, secured or non-secured, were logged during a 24-hour period, both type of juvenile logs **shall** be completed for that period indicating no juveniles were detained in the facility for that time period.*

All *completed* logs, including those logs which document no detentions, shall be *collected and submitted* to the concerned *Area* commanding officer *during* the last watch of the 24-hour day by the concerned watch commander.

Area Detectives and Specialized Division's Responsibility. Area detectives shall document all juvenile detentions on the appropriate juvenile detention log (Secure Juvenile Detention Log or Non-secure Juvenile Detention Log) maintained by the Area watch commander. Detective personnel shall advise the Area watch commander of all temporary juvenile detainees in their custody.

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Note: Area detectives located in off-site or satellite facilities shall use appropriate juvenile detention logs to document juvenile detentions in those facilities, and shall follow the same procedures as outlined in the Watch Commander's Responsibility paragraph above.

All persons, including juveniles detained or arrested by a Department employee from a specialized division, shall be inspected and interviewed by one of the 21 Area watch commanders or the Watch Commander, Metropolitan Jail Section, Jail Division.

Commanding Officer's Responsibility. Commanding officers shall ensure that all temporary juvenile detentions are documented on the Secure Juvenile Detention Log or the Non-Secure Juvenile Detention Log. *The commanding officer or designee shall ensure the proper collection, review, and retention of all juvenile detention logs. It is recommended that the logs be reviewed and retained by the best-qualified designee to ensure compliance with Department procedures. Entries documented on the Secure Juvenile Detention Log shall be tallied monthly and entered on the Board of State and Community Corrections (BSCC) Monthly Report on the Detention of Minors form. Each Area and specialized division commanding officer shall ensure that the BSCC Monthly Report on the Detention of Minors form is completed at the end of each month and forwarded to the Administrative Section, Juvenile Division, by the fifth working day of the following month.*

The Administrative Section, Juvenile Division, will then forward the BSCC Monthly Report on the Detention of Minors form to the BSCC office in Sacramento, California. Areas must not forward the forms directly to the BSCC office in Sacramento.

658.17 TELEPHONE CALLS – JUVENILE IN CUSTODY. Immediately after taking a juvenile to a place of confinement, and no later than one hour after being taken into custody, the Department employee shall advise the juvenile of the right, and provide the opportunity, to complete at least two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney). The juvenile has the right to make at least one additional telephone call within three hours of arrest.

Note: Any deviations from this procedure, or if the juvenile opts to make telephone calls outside of this time limit, will be articulated within the "Comments of Investigating Officer/Arresting Officer" section of the Juvenile Arrest Supplemental Report.

Note: The term "taken into custody" shall mean an arrest under Sections 601 or 602 of the California Welfare and Institutions Code, and the time of custody begins at the actual time of the arrest in the field.

Calls made within the local dialing areas shall be made at City expense.

Additionally, when intoxication is an element of the charge, the juvenile shall be permitted to call a qualified person of his or her choice, at his or her own expense, for the purpose of taking a breath, blood, or urine sample for analysis by an independent laboratory. Calls shall be made in the presence of an officer except when the call is made to an attorney, religious advisor, or licensed physician.

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In the event a juvenile is without sufficient funds or is unable to complete telephone calls on a collect basis, telephone calls outside the local dialing areas may be made at City expense at the discretion and approval of the Area watch commander or other supervisor.

JUVENILE DETENTION PROCEDURES

JUVENILE DETENTION PROCEDURES

California juvenile laws were intended to balance the safety and interests of the public with the welfare of the juvenile. For delinquent juveniles, the law intends to provide care and guidance, while maintaining accountability and punishment toward the ultimate objective of rehabilitation. These principles shape the laws pertaining to the manner and duration of the temporary detention of juveniles in Department facilities.

Procedures for the temporary detention of juveniles at Department facilities must comply with Sections 206, 207, 207.1, 210.2, and 707.1 of the Welfare and Institutions Code (WIC). Juveniles may only be temporarily detained at Department facilities under the conditions and procedures outlined in Department Manual Section 4/218.66. For the purposes of this document, the terms "Secure Detention" and "Non-Secure Detention" refer only to the temporary detention of juveniles at Department facilities, and not to any detention at an approved juvenile detention facility.

FORMS USED

The Secure Juvenile Detention Log, Form 09.05.00, and the Non-Secure Juvenile Detention Log, Form 09.06.00, are used to document the temporary detention of juveniles in Department facilities.

All temporarily-detained juveniles (Sections 5150, 300, 601, or 602 WIC) shall only be logged on the proper Secure or Non-Secure Juvenile Detention Log located in the first Department facility the juvenile enters.

The Secure Juvenile Detention Log and the Non-Secure Juvenile Detention Log are designed to document information from **only one juvenile** on each log, and includes the following information:

- * Name of juvenile temporarily detained in a Department facility;
- * **Arrest Charge:** The Board of State and Community Corrections (BSCC) requires officers to document the complete arrest charge on each juvenile detention log (e.g., "602 WIC/245(a) P.C.") For the **Secure Juvenile Detention Log**, the arrest charge shall be for a **Section 602 WIC offense only**. For the **Non-Secure Juvenile Detention Log**, the applicable box shall be checked to indicate whether the booking is for Sections 5150, 300, 601 or 602 WIC, followed by the appropriate section and code;
- * **Arresting Officer:** The name and serial number of the officer who arrested the juvenile. If the officer is from an outside agency, that agency shall also be listed along with the officer's name;
- * **Transporting Officer:** The name and serial number of the officer who transported the juvenile to the Department facility;
- * **Verifying Officer:** The name and serial number of the officer who supervised the juvenile and who ensured the proper separation of the juvenile from adults, and other juveniles detained under other WIC sections;

- * **Entered Facility/Left Facility:** The exact date/time each time the juvenile enters or leaves the Department facility;
- * **Reason for Leaving Facility:** The approved reason the juvenile was removed from the Department facility where the time was not counted toward the six-hour temporary detention time limit;
- * **Total Time in Facility:** The total time the juvenile spent inside the Department facility, not to exceed six hours. All time spent outside the Department facility for the approved reasons shall be subtracted from the total time;
- * **Release Type:** Check boxes have been added to indicate to whom the juvenile was released;
- * **Released by:** The name of the officer releasing the juvenile.
- * **Released to:** Officers must make an attempt to identify the person to whom the juvenile is released to and document that information on the appropriate reports.
- * Immediately, after taking a juvenile to a place of confinement, and no later than one hour after being taken into custody, the Department employee shall advise the juvenile of the right, and provide the opportunity, to complete at least two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney). The juvenile has the right to make at least one additional telephone call within three hours of arrest.

Note: Any deviations from this procedure, or if the juvenile opts to make telephone calls outside of this time limit, will be articulated within the "*Comments of Investigating Officer/Arresting Officer*" section of the *Juvenile Arrest Supplemental Report*, Form 05.02.06.

- The term "taken into custody" shall mean an arrest under Section 602 of the WIC, and the time of custody begins at the actual time of the arrest in the field;
- The calls, if in the local area, shall be made at City expense. In the event a juvenile is without sufficient funds or is unable to make telephone calls on a collect basis, telephone calls outside the local dialing area may be made at City expense at the discretion or approval of the Area watch commander or other supervisor.
- * Whether a juvenile held in **Secure Detention** was advised of the reason for the temporary detention, expected duration, and the six-hour time limit, pursuant to WIC Section 207.1(d) (1) (C) Advisements;
- * Whether the juvenile was advised of his/her constitutional rights by checking the "**625 WIC Admonition Given**" box;

Note: Section 625 WIC requires all juveniles to be advised of their Constitutional Rights after being taken into custody. It is not necessary to determine if the juvenile understands these rights, or if they wish to waive these rights, unless they are to be interrogated. A Section 625 WIC advisement is not required if the juvenile is Mirandized.

- * Whether the juvenile invoked his/her Miranda Rights, by checking the "Miranda Rights Invoked" box, if applicable. This box shall be checked immediately after the arrestee invokes his/her Miranda Rights;
- * The concerned watch commander shall document any pertinent information related to the screening questions in the "**Detention Response Explanations**" and may use the "**Comments**" Section on either the Secure or Non-Secure Juvenile Detention Log to document additional information pertinent to the detention.

INSPECTION AND INTERVIEW OF ARRESTEES. The watch commander **shall** interview the juvenile and ask the following three questions: (Refer to Department Manual Section 4/216.)

1. **Do you understand why you were detained/arrested?**
2. **Are you sick, ill or injured?**
3. **Do you have any questions or concerns?**

Note: The watch commander shall sign and document the date and time the inspection and interview was conducted, indicating that the inspection and interview were completed.

- A. Area Stations.** All persons, including juveniles detained or arrested by a Department employee, shall be visually inspected and interviewed by the Area watch commander or the Watch Commander, Metropolitan Jail Section, Jail Division, immediately upon being transported from the location of arrest.
- B. Specialized Divisions.** All persons, including juveniles detained or arrested by a Department employee from a specialized division, shall be inspected and interviewed by one of the 21 Area watch commanders or the Watch Commander, Metropolitan Jail Section, Jail Division.
- C. Medical/Absentee Bookings.** In those rare cases where bookings preclude an inspection and interview (e.g., medical/absentee bookings), the concerned watch commander shall ensure the arrestee is inspected and interviewed by a Department supervisor. The screening and responses shall be documented in the Watch Commander's Daily Report, Form 15.80.00.

TIME LIMIT FOR TEMPORARY DETENTION. Juveniles described in Sections 300, 601 and 602 WIC **shall not be held in temporary detention in a Department facility for more than six total hours**, regardless of their age, type of offense, status of investigation, or completion of reports. All juveniles shall be released to a parent, guardian, responsible relative or adult designated by the parent, transported to a County juvenile detention facility, or other agency prior to the expiration of the six-hour temporary detention time limit.

Note: The six-hour temporary detention time limit starts when the juvenile enters the Department facility, **not** when the juvenile is first detained in the field.

Juveniles described in Section 300 WIC shall be processed and booked prior to the release to the Department of Children and Family Services (DCFS). They shall not be taken to the booking area during the booking process or placed in a holding cell.

Exemptions to the Six-hour Temporary Detention Time Limit. The State of California, BSCC, has determined that time spent engaged in the following activities need not be included in the total detention time:

1. Booking at another law enforcement facility, other than the facility of original detention;
2. Medical treatment at an approved medical facility (e.g., contract hospital); and,
3. Further field investigation as directed by the arresting officer(s) or the investigating officer(s) in charge of the investigation;

The concerned Area watch commander shall be notified each time the juvenile is removed from the Department facility and the Juvenile Detention Log shall be updated accordingly with the subsequent Entered Facility/Left Facility times. When the concerned juvenile is removed from the primary facility for medical treatment, booking at another facility, or taken to other location(s) for further investigation, an officer must remain with the juvenile at all times. Additionally, the mandatory 15 or 30 minute checks on the concerned detention logs are not required in these circumstances.

Total Time in Temporary Detention: The total time in either Secure or Non-Secure Detention inside the Department facility shall be calculated by adding the total time inside the Department facility. The total time **shall not** exceed **six hours**.

Note: Any deviation from the six-hour temporary detention time limit shall be documented and explained on the appropriate log, explaining the reason for the deviation, such as waiting for the arrival of a parent or other agency to take responsibility of the juvenile.

CONTACT AND COMMUNICATION WITH ADULT ARRESTEES OR OTHER JUVENILES. Juveniles in temporary custody shall not be allowed to come into sight or sound contact with adult inmates, nor shall juveniles detained under Section 602 WIC be allowed sight and sound contact with juveniles detained under Sections 300 or 601 WIC.

Note: "Contact" is defined as communications, whether verbal, visual (gang signs), or through continuous immediate physical presence.

Officers shall make every attempt to ensure this separation. However, incidental contact may occur during booking, medical screening, where an inmate worker is performing work necessary for the operation of the law enforcement facility, and during the movement of juveniles within the facility. This incidental contact must be made within the constant side-by-side presence of an officer who shall assure that communication does not occur. Proper separation shall be resumed as soon as possible.

SECURE DETENTION OF JUVENILES

Secure Detention Defined: Under secure detention, juveniles are locked in a room, holding tank, or enclosure and/or are physically secured to handcuffing benches, rails, chairs, or any stationary objects.

Secure Detention Prerequisites. Juveniles placed in Secure Detention shall meet **all** of the following criteria:

- * The juvenile must be **14 years of age or older**; **and**,
- * The juvenile must be in custody for a **Section 602 WIC offense**; **and**,
- * The officer has reasonable belief that the juvenile poses a serious security risk and/or risk of harm to self or others; **and**,
- * The detention must be for the purpose of investigating the crime, facilitating release to a parent or guardian, or arranging a transfer to an approved juvenile detention facility.

The officer may take the following factors into account in determining whether a juvenile qualifies for secure detention:

- * Age, maturity and delinquency history;
- * Severity of the offense(s) for which the juvenile was taken into custody;
- * The juvenile's behavior, including the degree to which he/she appears cooperative or uncooperative;
- * Previous attempts to escape custody;
- * The availability of officers to provide adequate supervision, or protection for the juvenile; and,
- * The age, type of person, and number of other individuals who are detained at the facility.

Secure Detention Procedures. Officers placing juveniles in Secure Detention shall adhere to the following procedures (Department Manual Section 4/218.66):

- * Obtain approval from the concerned watch commander prior to placing a juvenile in Secure Detention;

- * Immediately record the information on the Secure Juvenile Detention Log and ensure that the approving supervisor signs the log;
- * Juveniles held in Secure Detention shall be informed of the reason for the temporary detention, the expected duration, and the six-hour time limit
- * Juveniles securely detained in a locked cell, room or enclosure shall be visually (television monitor observation is not sufficient) and randomly checked by an officer at least once every 30 minutes and shall be able to be heard by an officer at all times;

Note: A juvenile who displays **outward signs of intoxication** by any substance shall be checked **every 15 minutes** until resolution of the intoxicated state or release. This information shall be recorded on the appropriate log. If the observation boxes are exhausted and additional checks must be logged, they shall be logged in the Comments section of the detention log, or in the Watch Commander's Daily Report, Form 15.80.00.

- * When juveniles are handcuffed to an object outside of a locked cell, room or enclosure, an officer shall be present at all times to ensure the juvenile's safety;
- * Juveniles held in Secure Detention shall not be secured to any fixed or non-fixed object for longer than one initial hour (60 minutes). Prior to the expiration of the initial one hour, officers shall attempt to move the juvenile to a locked room/enclosure. If a locked room/enclosure or locked holding cell is not available, the juvenile may continue to be handcuffed to the object for 30-minute intervals with the watch commander's approval. The watch commander shall document his approval and reason for each subsequent 30-minute interval in the comments section of the Secure Juvenile Detention Log. The juvenile shall be moved to a locked cell or locked room/enclosure as soon as one becomes available; and,
- * Efforts shall be made to separate male and female juvenile arrestees. If male and female juveniles are placed in the same locked cell, room or enclosure, they shall be under constant, in-person observation by an officer.

JUVENILE MEDICAL TREATMENT

Any juvenile in custody requiring immediate medical treatment, or who is intoxicated by any substance to the extent that they are unable to care for themselves, shall be examined by a paramedic or a contract hospital physician, as appropriate, prior to the detention in a Department facility. The juvenile's parent or guardian shall be notified of the injury or illness, and advised of where the juvenile is located.

When juveniles receive medical treatment and are not hospitalized, but are to be detained at a County juvenile detention facility, the transporting officers shall advise intake personnel at the County facility of the medical treatment and provide a copy of the medical treatment slip.

If a physician determines that a juvenile must be hospitalized, the juvenile shall be detained in the medical facility recommended by the physician. This location shall be noted on the medical treatment slip. If the juvenile detention facility clinic recommends hospitalization in the Los Angeles County USC Medical Center (LACUSCMC), transporting officers shall obtain an admittance form from the juvenile detention facility. The officers shall transport the juvenile to the LACUSCMC and provide admittance desk personnel with a copy of the medical treatment slip and admittance form. The juvenile's property and one copy of the Arrest Report, Form 05.02.00, shall be retained at the juvenile detention facility.

Juveniles who meet the criteria for detention at a Status Offender Detention Alternative (SODA) home shall be transported by officers directly to the SODA home, **provided they do not require medical attention**. If medical treatment is required, the juvenile shall receive treatment, then be transported to a County juvenile detention facility. The transporting officers shall provide the intake personnel with a copy of the medical treatment slip. If the County facility then determines that the juvenile is suitable for placement in a SODA home, the Probation Department shall be responsible for transporting the juvenile to the SODA home.

IN CUSTODY DEATH. In the event of the death of a juvenile in temporary custody at a Department facility, all proper Department procedures and notifications shall be made. A notification shall also be made to the juvenile's parent or guardian. A report of the In-Custody Death shall be provided to the BSCC within 10 calendar days.

NON-SECURE DETENTION OF JUVENILES.

Non-Secure Detention Defined: Under Non-Secure Detention, a juvenile's freedom of movement is controlled solely by Department employees, and the juvenile is under constant, in-person observation and supervision. Non-Secure Detention **prohibits** the placement of juveniles in locked rooms, cells, or enclosures and **prohibits** physically securing juveniles to chairs, benches, handcuffing rails, or other stationary objects.

Juveniles under Non-Secure Detention, regardless of age, may be handcuffed. However, they shall not be handcuffed to chairs, benches, handcuffing rails, or other stationary objects.

Non-Secure Detention Prerequisites. The following juveniles shall be held in Non-Secure Detention when temporary detention at a Department facility is necessary:

- * All juveniles under the age of 14; and,
- * Juveniles who do not meet the criteria for Secure Detention.

Non-Secure Detention Procedures. Juveniles may be held in Non-Secure Detention only long enough for officers to investigate the crime, facilitate release of the juvenile to a parent or guardian, or arrange for the transfer of the juvenile to an appropriate juvenile facility.

Temporary detention shall not exceed six hours, except for reasons listed in "Exemptions to the Six-hour Temporary Detention Time Limit" (see page 2 of this form).

Officers shall immediately record the information on the Non-Secure Juvenile Detention Log and ensure that the log is signed by the watch commander approving the temporary detention. Juveniles in Non-Secure Detention shall be under the constant in-person observation and supervision of an officer (television monitor observation is **not** sufficient).

Documentation of Non-Secure Juvenile Detention Log - under Section 300 WIC. Due to the confidential nature of the information contained in police reports for children taken into protective custody under Section 300 WIC, the Non-Secure Juvenile Detention Log and the Investigative Report, Form 03.01.00, shall **only** contain the child's first name, the first initial of the last name, and the word "Confidential" written in the name box. Officers **shall** also attach a copy of the Request for Confidentiality of Information, Form 03.02.00, to the respective Non-Secure Juvenile Detention Log. As per current Department policy, the Request for Confidentiality of Information, Form 03.02.00, and the Arrest Report will remain the same and will contain the full name and other identifying information of the child victim.

JUVENILE MEDICAL TREATMENT

Any juvenile in custody requiring immediate medical treatment, or who is intoxicated by any substance to the extent that they are unable to care for themselves, shall be examined by a paramedic or a contract hospital physician, as appropriate, prior to the detention in a Department facility. The juvenile's parent or guardian shall be notified of the injury or illness, and advised of where the juvenile is located.

When juveniles receive medical treatment and are not hospitalized, but are to be detained at a County juvenile detention facility, the transporting officers shall advise intake personnel at the County facility of the medical treatment and provide a copy of the medical treatment slip.

If a physician determines that a juvenile must be hospitalized, the juvenile shall be detained in the medical facility recommended by the physician. This location shall be noted on the medical treatment slip. If the juvenile detention facility clinic recommends hospitalization in the Los Angeles County USC Medical Center (LACUSCMC), transporting officers shall obtain an admittance form from the juvenile detention facility. The officers shall transport the juvenile to the LACUSCMC and provide admittance desk personnel with a copy of the medical treatment slip and admittance form. The juvenile's property and one copy of the Arrest Report, Form 05.02.00, shall be retained at the juvenile detention facility.

Juveniles who meet the criteria for detention at a Status Offender Detention Alternative (SODA) home shall be transported by officers directly to the SODA home, **provided they do not require medical attention**. If medical treatment is required, the juvenile shall receive treatment, then be transported to a County juvenile detention facility. The transporting officers shall provide the intake personnel with a copy of the medical treatment slip. If the County facility then determines that the juvenile is suitable for placement in a SODA home, the Probation Department shall be responsible for transporting the juvenile to the SODA home.

IN CUSTODY DEATH. In the event of the death of a juvenile in temporary custody at a Department facility, all proper Department procedures and notifications shall be made. A notification shall also be made to the juvenile's parent or guardian. A report of the In-Custody Death shall be provided to the BSCC within 10 calendar days.

CARE OF JUVENILES HELD IN SECURE OR NON-SECURE DETENTION. Juveniles held in Secure or Non-Secure Detention shall have:

- * Reasonable access to a telephone;
- * Permission to retain their personal clothing, unless it presents a health hazard or is required as evidence;
- * Reasonable access to restroom facilities;
- * Reasonable access to drinking water and/or other beverages;
- * Privacy during visits with attorney(s);
- * Blankets and clothing necessary to ensure comfort;
- * Locked rooms and enclosures where juveniles are securely detained shall meet all applicable health, safety, and fire requirements;
- * Locked rooms and enclosures shall have temperature control and ventilation adequate to maintain a comfortable environment;
- * Locked enclosures shall have adequate lighting and seats in the form of chairs or benches; and,
- * A snack, if the juvenile has not eaten within four hours or is otherwise in need of nourishment.

Note: Department-approved snack items and blankets for use by juvenile detainees shall be requisitioned from Supply Division, and maintained at each Department facility where juveniles are detained. Snack items shall be discarded upon the manufacturer's labeled expiration date.

Discipline of any kind, including withholding any of the amenities noted above, is **not** permitted.

USE OF PHYSICAL RESTRAINTS ON JUVENILES. The use of physical restraints on juveniles shall be limited to handcuffs and Department-authorized alternative restraints. Restraints shall be employed only as necessary to prevent injuries to juveniles and custodial personnel. A juvenile who exhibits violent behavior necessitating the use of alternative restraints shall be under continuous in-person observation for evidence of breathing difficulty or other symptoms of physical distress. A juvenile displaying any such symptoms shall be immediately transported to a contract hospital for medical treatment, unless paramedics are present, or there is a medical need to keep the juvenile at the location, pending the arrival of paramedics.

SUICIDE RISK AND PREVENTION. A juvenile who exhibits signs of suicidal behavior shall be under the constant, direct supervision by an officer. If the juvenile appears to be potentially suicidal, the Mental Evaluation Unit (MEU), Detective Support and Vice Division, shall be immediately contacted for advice. Upon evaluation and approval by MEU personnel, juveniles shall be transported to a contract hospital for medical evaluation. Authorization must be received from a licensed physician at a contract hospital before juveniles can be transported to any County juvenile detention facility.

Note: Section 5150 WIC juveniles shall not be placed in Secure Detention.

WATCH COMMANDER'S RESPONSIBILITIES. Watch commanders shall verify at the beginning of watch and routinely thereafter, the status of all temporary juvenile detentions, including those in detective work areas.

If no juveniles, secure or non-secure, were logged during a 24-hour period, both logs shall be completed for that period indicating that no juveniles were logged. **All completed logs shall be collected and submitted to their commanding officer during the last watch of the 24-hour day by the concerned watch commander.**

AREA DETECTIVES AND SPECIALIZED DIVISIONS RESPONSIBILITIES. Area detectives shall present their juvenile detainee/arrestee to the Area watch commander for inspection and interview, and document the detention on the appropriate juvenile detention log (Secure Juvenile Detention Log, Form 09.05.00; or Non-Secure Juvenile Detention Log, Form 09.06.00) maintained by the Area watch commander.

Specialized divisions shall present their juvenile detainee/arrestee to an Area or Jail Division watch commander for inspection and interviewing, prior to the transportation to an off-site Department facility. Juvenile detentions shall be documented on the appropriate log in the Area or Jail Division Watch Commander where the juvenile was just inspected.

COMMANDING OFFICER RESPONSIBILITIES.

Commanding officers shall ensure that all temporary juvenile detentions are documented on the Secure or Non-Secure Juvenile Detention Logs. Entries recorded on the Secure Juvenile Detention Log shall be tallied monthly and entered on the California Board of State and Community Corrections Monthly Report on the Detention of Minors form. Each Area and specialized division commanding officer shall ensure that the California Board of State and Community Corrections Monthly Report on the Detention of Minors form is completed **at the end of each month** and forwarded to the Administrative Section, Juvenile Division, by the **fifth working day of the following month**. The Administrative Section, Juvenile Division, will then forward the BSCC forms to the BSCC office in Sacramento, California. Areas must **not** forward the forms directly to the BSCC office in Sacramento.

Note: The Area commanding officer or designee shall ensure the proper collection, review, and retention of all juvenile detention logs. It is recommended that the logs be reviewed and retained by the best-qualified designee to ensure compliance during audits. It is also recommended that the designee also provide regular roll call training regarding the proper completion of the juvenile detention logs.

SECURE JUVENILE DETENTION LOG

Area/Division: _____

(Do Not Place Section 5150 WIC Juveniles on this Log)

Date: _____ Page _____ of _____

Secure Detention Defined: *Secure detention occurs when a juvenile is locked in a room, enclosure, and/or to a fixed handcuffing rail or other fixed object which is attached to either the floor or a wall, or to any non-fixed object which is normally used for securing arrestees, while in custody, in a law enforcement facility (this includes police or sheriff's stations that contain a lockup or jail) for any length of time.*

Enter information for juvenile placed in secure detention. For the purposes of this log, detention begins when the juvenile enters the law enforcement facility and ends when the juvenile leaves the facility upon being released to a parent or guardian, transferred to a juvenile detention facility, or other release. The on-duty watch commander must review the detention log for accuracy, prior to the release of the juvenile.

Total detention time inside the police facility must not exceed six (6) hours.

				Entered Facility		Left Facility		Time in Facility		Reason for Leaving Facility		
Juvenile's Name (Last, First M.I.)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age (14 or older)	Arrest Charge <small>Section 602 WIC only (No Section 300 or Section 601 WIC or Section 5150 WIC)</small>	Date	Time In	Date	Time Out	Hrs.	Mins.	Medical Treatment, Booking, Field Investigation, Release		
Arresting Officer (List Agency, if not LAPD)		Serial #	Unit / Watch									
				Total Time In Facility:				Hrs.	Mins.	RELEASE TYPE (Check One) <div style="font-size: small;"> 1. <input type="checkbox"/> Released to parent/guardian/responsible relative 2. <input type="checkbox"/> Transfer to detention facility (e.g., Juvenile Hall) 3. <input type="checkbox"/> Other release (e.g., outside agency, hospital) </div>		
Transporting Officer (List Agency, if not LAPD)		Serial #	Unit / Watch	Released by: _____ Serial # _____		Released to _____		Officers must make an attempt to identify the person. Name: _____ Relationship to Juvenile: _____				
Verifying Officer (List Agency, if not LAPD) <small>(Supervises juvenile during detention and ensures separation from adults and other juveniles detained under WIC sections 300 and 601)</small>		Serial #	Unit / Watch	30 Minute Observations <i>(15 Mins. if juvenile displays outward signs of intoxication by any substance)</i>	Time:							
					Serial #:							
					Time:							
					Serial #:							
Watch Commander must ask the following questions: YES NO <div style="font-size: small;"> 1. Do you understand why you were detained/arrested? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. Are you sick, ill or injured? <input type="checkbox"/> YES <input type="checkbox"/> NO 3. Do you have any questions or concerns? <input type="checkbox"/> YES <input type="checkbox"/> NO </div>				Detention Response Explanations:				Time:				
								Serial #:				
								Time:				
								Serial #:				
Watch Commander must address the following (for each checked shaded box, explain in Comments): YES NO <div style="font-size: small;"> 4. Was the Juvenile advised of the reason for the detention? <input type="checkbox"/> YES <input type="checkbox"/> NO 5. Was the Juvenile advised of the expected duration of the detention? <input type="checkbox"/> YES <input type="checkbox"/> NO 6. Was the Juvenile advised of the six-hour detention limit? <input type="checkbox"/> YES <input type="checkbox"/> NO 7. Was the Juvenile advised of his/her right to make telephone calls? <i>(Two calls within one hour of being taken into custody to either a parent, guardian, responsible adult, or employer, AND one call to an attorney. The third call, if the juvenile elects to do so, shall be within three hours of being taken into custody (arrest)).</i> <input type="checkbox"/> YES <input type="checkbox"/> NO 8. Is the Juvenile 14 years or older? (Required for Secure Detention - NO EXCEPTIONS) <input type="checkbox"/> YES <input type="checkbox"/> NO 9. Is the Juvenile detained under Section 602 WIC? (Required for Secure Detention - NO EXCEPTIONS) <input type="checkbox"/> YES <input type="checkbox"/> NO 10. Does the Juvenile display any outward signs of intoxication by any substance? <i>If YES, 15 minute checks must be completed until resolution of the intoxicated state, or release.</i> <input type="checkbox"/> YES <input type="checkbox"/> NO 11. Is the Juvenile intoxicated/drug impaired to the level where he/she is unable to care for himself/herself? <i>If YES, he/she must receive immediate M.T. and 15 minute checks must be completed upon medical release.</i> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>								Section 625 WIC Admonition Given <input type="checkbox"/> Yes <input type="checkbox"/> No		Miranda Rights Invoked (if applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No		
								<div style="font-size: x-small;"> (Section 625 WIC requires ALL juveniles in custody for 601 and 602 WIC offenses to be advised of their Constitutional Rights after being taken into custody. It is not necessary to determine if the juveniles understand these rights, or if they wish to waive these rights, unless they are to be interrogated. Section 625 WIC advisement is not required if the juvenile is Mirandized.) </div>				

Area/Division: _____

Date: _____ Page _____ of _____

Note: Section 5150 WIC detentions must only be logged on the Non-Secure Juvenile Detention Log.

Total detention time inside the police facility must not exceed six (6) hours.

Documentation of Non-Secure Juvenile Detention Log - under Section 300 WIC. Due to the confidential nature of the information contained in police reports for children taken into protective custody under Section 300 WIC, the Non-Secure Juvenile Detention Log, Form 09.06.00, and the Investigative Report, Form 03.01.00, must only contain the child's first name, the first initial of the last name, and the word "Confidential" written in the name box. Officers must also attach a copy of the Request for Confidentiality of Information, Form 03.02.00, to the respective Non-Secure Juvenile Detention Log. As per current Department policy, the Request for Confidentiality of Information and the Arrest Report Face Sheet will remain the same and will contain the full name and other identifying information of the child victim.

Juvenile's Name (Last, First M.I.)		<input type="checkbox"/> Male <input type="checkbox"/> Female		Age	Arrest Charge	Entered Facility		Left Facility		Time in Facility		Reason for Leaving Facility	
					<input type="checkbox"/> Section 300 WIC / <input type="checkbox"/> Section 601 WIC / <input type="checkbox"/> Section 602 WIC / <input type="checkbox"/> Section 5150 WIC/ _____	Date	Time In	Date	Time Out	Hrs.	Mins.	Medical Treatment, Booking, Field Investigation, Release	
Arresting Officer				(List Agency, if not LAPD)	Serial #	Unit / Watch							
Transporting Officer				(List Agency, if not LAPD)	Serial #	Unit / Watch							
<input type="checkbox"/> Same as Arresting Officer					Serial #	Unit / Watch		Total Time In Facility:			Hrs.	Mins.	RELEASE TYPE (Check One) <ul style="list-style-type: none"> 1. <input type="checkbox"/> Released to parent/guardian/responsible relative 2. <input type="checkbox"/> Transfer to detention facility (e.g., Juvenile Hall) 3. <input type="checkbox"/> Other release (e.g., outside agency, hospital)
Verifying Officer (List Agency, if not LAPD) <i>(Supervises juvenile during detention and ensures proper separation from adults and other juveniles detained under other WIC sections)</i>				Serial #	Unit / Watch								
<input type="checkbox"/> Same as Arresting Officer								Released by:			Serial #	Released to	
												Officers must make an attempt to identify the person. Name: _____ Relationship to Juvenile: _____	

Watch Commander must ask the following questions: YES NO		Detention Response Explanations:
1. Do you understand why you were detained/arrested?	<input type="checkbox"/> <input type="checkbox"/>	
2. Are you sick, ill or injured?	<input type="checkbox"/> <input type="checkbox"/>	
3. Do you have any questions or concerns?	<input type="checkbox"/> <input type="checkbox"/>	

Watch Commander's Signature	Serial No.	Date	Time of Screening	COMMENTS:
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Watch Commander must address the following (For each "NO," explain in Comments):		YES	NO
4. Was the Juvenile advised of his/her right to make telephone calls? <i>(Two calls within one hour of being taken into custody to either a parent, guardian, responsible adult, or employer, <u>AND</u> one call to an attorney. The third call, if the juvenile elects to do so, shall be made within three hours of being taken into custody (arrest)).</i>		<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Juvenile intoxicated/drug impaired to the level where he/she is unable to care for himself/herself? If YES, he/she must receive immediate medical treatment and explained in the Comments.		<input type="checkbox"/>	<input type="checkbox"/>

Section 625 WIC Admonition Given
☐ YES
☐ NO

Miranda Rights Invoked (if applicable)
☐ YES
☐ NO

(Section 625 WIC requires ALL juveniles in custody for 601 and 602 WIC offenses to be advised of their Constitutional Rights after being taken into custody. It is not necessary to determine if the juveniles understand these rights, or if they wish to waive these rights, unless they are to be interrogated. Section 625 WIC advisement is not required if the juvenile is Mirandized.)

				DR No.	
				J No. (601/602 WIC) (Pre-Delinquent/Delinquent)	
				J No. (300 WIC) (Dependent)	
Page _____ of _____		JUVENILE ARREST SUPPLEMENTAL REPORT (Use this sheet as next to last page of Arrest Report.)			
SUBJECT'S NAME (LAST, FIRST, M.I.)			D.O.B.		Booking No.
					CII No.
PRIOR RECORD. Juvenile Automated Index printout must be attached. ADRIS checked for missing status & CWS for warrants? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Organization	Office	Assigned Worker	Phone No.	Active PDJ No.	Juvenile Court No. Active Court No.
On Probation	<input type="checkbox"/> YES <input type="checkbox"/> NO				
On Parole	<input type="checkbox"/> YES <input type="checkbox"/> NO				
On DCFS	<input type="checkbox"/> YES <input type="checkbox"/> NO				
PARENT, GUARDIAN OR RESPONSIBLE RELATIVE NOTIFICATION: 627(a) WIC - When an officer takes a minor before a probation officer at a juvenile hall or to any other place of confinement pursuant to this article, the officer shall take immediate steps to notify the minor's parent, guardian, or a responsible relative that such minor is in custody and the place where he/she is being held.					
Parent, Guardian or Responsible		Name	Serial No.	Date	Time
Relative Notification By:					
PHONE CALLS: Immediately after taking a juvenile to a place of confinement, and no later than one hour after being taken into custody, the Department employee shall advise the juvenile of the right, and provide the opportunity, to complete at least two telephone calls (one call to a parent or guardian, a responsible relative, or employer, and another call to an attorney). The juvenile has the right to make at least one additional telephone call within three hours of arrest.					
NOTES: Any deviations from this procedure, or if the juvenile opts to make telephone calls outside of this time limit, will be articulated within the "Comments of Investigating Officer/Arresting Officer" section of the Juvenile Arrest Supplemental Report.					
		Name	Serial No.	Date	Time
Phone Calls Advised By:					
Date/Time	Phone No.	Name of Person Contacted	Relationship	Employee Present / Name & Serial No.	
If no contact is made, document attempts in the narrative of the report.					
REFUSAL: <input type="checkbox"/> Phone Call to Parent, Guardian, Responsible Relative, or Employer Refused. <input type="checkbox"/> Phone Call to Attorney Refused.					
ADMONITION OF MIRANDA RIGHTS: For 601 and 602 WIC offenses. <input type="checkbox"/> If no interrogation/waiver is sought, only read the Admonition. (DO NOT ask the question, Do you understand?) Per 625 WIC. OR <input type="checkbox"/> If interrogation/waiver is sought, it must be ascertained if the juvenile understands these rights. Read verbatim per Form 15.03.00, and document the answers below.					
Document the juvenile's responses to the admonition of Miranda rights:			If the waiver of rights is sought, the following will be asked:		
1.	2.	3.	4.	Do you want to talk about what happened? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Gladys R. Admonition shall be completed when minor is under the age of 14 years. Shall be completed after the Miranda Admonition but before questioning begins.					
Gladys R. Admonition given <input type="checkbox"/> YES <input type="checkbox"/> NO					
IF DETAINED at a probation facility (e.g., Central, Los Padrinos, Barry J. Nidorf, etc.), indicate facts that support the reason for detention. If more space is needed, continue on page two.					
Booking Approved By		Detention Approved By		Division of Citeback / Date & Time	Court Citation No.
Comments of Investigating Officer/Arresting Officer					
Location of Interview		Date & Time of Interview		<input type="checkbox"/> ADMITS <input type="checkbox"/> DENIES	Adult Present at Interview Relationship
Document circumstances that led to the detention of the juvenile.					

